

DUTY STATEMENT

Classification: Energy Commission Supervisor II	Position No. 5400-4058-008
CBID: S10	Office: Energy Systems Research
Date Prepared: September, 2012	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Office Manager II of the Energy Systems Research Office, the incumbent will supervise the Program Support Unit (PSU) of the Research Development and Deployment Division (RD&D). PSU supports the Division's program in several areas including program planning, program implementation, cost/benefits analysis, and technology transfer/public outreach. The goal of the program is to conduct research, development and demonstration to advance electricity-related science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable in advanced energy technologies and/or competitive energy markets; participates in RD&D program planning and implementation; supervises and provides leadership to interdisciplinary staff that performs responsible, complex and difficult technology, economic and/or market analyses to support public interest energy RD&D; and consults with experts in the field.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including the Energy Commission's Information Technology Services Branch and members of the general public; perform well under the pressure of deadlines; exercise good listening and communication skills; and prepare quality reports for expert and layperson readers. The candidate will be required to provide oral and written presentations. The candidate must be able to evaluate daily workload and prioritize work including the work of team members and contractors. Travel is required to attend workshops, hearings and meetings and may consume 5% to 10% of the candidate's time. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 20% Program Planning. The incumbent will lead efforts on RD&D electricity and natural gas budget planning and work plans. The incumbent will coordinate team efforts within the RD&D Division and will resolve issues and make recommendations to the Office Manager, Deputy Director, division management, Executive Office and Commission Policy Committee. (E)
- 20% Program Implementation. The incumbent will lead the PSU team responsible for developing RD&D agreements, including the scope of work, budget development and schedule of

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deliverables. The incumbent will also lead teams responsible for coordinating RD&D Committee Meetings, division training, and database management. The incumbent will be an active member of the Process Improvement Committee, which is responsible for maintaining and streamlining the RD&D Division's policies and procedures.

- 20% **Cost/Benefits Analysis.** The incumbent will lead the PSU Benefits Team responsible for assessing the costs and benefits from RD&D and will facilitate the communication of the results to RD&D staff for use in project reports, fact sheets, technical briefs and other material needed to inform the Office Manager, RD&D Division Management, program area leads, the Governor's Office, legislature and the public. The incumbent will lead team efforts to write the Division's Annual Report to the legislature and the Natural Gas Annual/Budget reports to the California Public Utilities Commission. (E)
- 20% **Technical Transfer and Program Outreach.** The incumbent will lead a PSU team responsible for coordinating, editing and publishing facts sheets, project reports, and technical briefs. The incumbent will also coordinate RD&D Division efforts to respond to the Governor, the legislature and public requests for information and lead a team responsible for coordinating RD&D Advisory Committee meetings. (E)
- 15% The incumbent will plan and direct the work of staff; prepare, review and approve probation reports and annual performance appraisals; communicate with staff through routine meetings; interview and hire staff; review and approve promotions and other significant personnel actions; prepare and report on budgets and work plan implementation mechanisms to meet work plan objectives and maintain quality control of program products; and prepare reports and meet with the Office Manager to review the status of PSU work, resolve issues, and make recommendations to the Office Manager, division management, Executive Office and Commission Policy Committees. As needed, the incumbent will make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Commission, Public Utilities Commission and other agencies. (E)
- 5% Other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Incumbent Date </div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Energy Commission Supervisor II (TED) </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Fernando Pina Date </div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Office Manager II </div>